



**Board of Nursing Home Administrators
Dept of Health
Point Plaza East
Room 153
310 Israel Rd SE
Tumwater, WA 98501
May 21, 2004, 9:00 AM**

Board Members Present:

Jim Bennett, Chair, NHA
Linda Batch, LPN
Donna El-Din, PT
Keith Fauerso, NHA
Lennette Watson, NHA
Carol F. Hart, Public Member

Assistant Attorney General:

Gail Yu, Assistant Attorney General

Staff Present:

Kendra Pitzler, Program Manager

BNHA Business Meeting

1. Opening—Jim Bennett, Chair

- Call to Order – Jim Bennett called the meeting to order at 9:00AM, May 21, 2004.
- Introductions – Carol Hart is a new public member with the Board of Nursing Home Administrators.
- Order of Agenda - Order of Agenda approved.
- Correspondence – No correspondence.
- Announcements
- Other

2. Consent Agenda—DISCUSSION/ACTION

Items listed under the consent agenda are considered to be routine agency matters and will be approved by a single motion of the Commission without separate discussion. If separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.

- Approval of May 21, 2004 agenda
- Approval of December 15, 2003 minutes
- Budget report
- Ethics policy

DISCUSSION: The ethics policy contained in the Board packet was the Department of Health policy. A new policy recently adopted by the Health Professions Quality Assurance Division of the Department of Health was handed out for review. Gail Yu, AAG, explained the new policy.

ACTION: The consent agenda was approved by the Board.

3. Chair Report – Jim Bennett – DISCUSSION

- National Association of Boards of Examiners of Long Term Care Administrators (NAB) fall meeting follow-up

DISCUSSION: Jim Bennett reported on the NAB meeting he attended in Texas in November, 2003. He indicated that a major focus right now is recruitment of more nursing home administrators as this profession is beginning to experience a shortage of practitioners. The next NAB meeting will be June

16-18, 2004 in New York. Mr. Bennett will continue working on the examination committee even when his term with this Board has expired.

4. Program Manager Report – Kendra Pitzler – DISCUSSION/ACTION

- Update on New Board appointments

DISCUSSION: In addition to Carol Hart's appointment, it is expected that there will be new members appointed soon to replace John Brigham and Jim Bennett, as well as new members appointed who are health care practitioners and/or health care educators.

- Discuss board member difficulties with law and/or UDA, if any

DISCUSSION: Ms. Pitzler indicated that the Department was looking at possible legislation to address changes to the uniform disciplinary act (UDA) and asked the Board if they have experienced difficulties with the UDA. Board members indicated that they have not had problems with this law.

- Board Member Orientation

DISCUSSION: Ms. Pitzler indicated that she is working on a Board Orientation for new members and will be scheduling dates for this once the orientation plan is completed and the new members have been appointed.

- Board Reimbursement

DISCUSSION: Ms. Pitzler indicated that board reimbursement had not been submitted for the past year and gave each member a chart indicating the number of hours worked for the past year, including approximate dates and activities.

DECISION: Board members will review their board reimbursement chart, make any corrections and return the charts to Kendra Pitzler for submission for payment.

- Nursing Assistant Caregiver analysis

DISCUSSION: Ms. Pitzler indicated that legislation the Nursing Commission was legislatively directed to review the caregiver curriculum developed by Department of Social and Health Services (DSHS) and recognize competencies that are common to the Nursing Assistant Certified training requirements.

- Other

5. Continuing Education Issues – Kendra Pitzler - DISCUSSION/ACTION

- Compliance with State Training Requirements

DISCUSSION: The Board reviewed a chart indicating the percent of licensees who did not comply with state law training for the years 2000 through 2003. It was noted that a majority of licensees who did not comply with this requirement let their license lapse. In addition, the number noncompliant licensees dropped dramatically when program began sending reminder letters to all new licensees.

- Review Continuing Education (CE) rules in relation to out of state licensees

DISCUSSION: The current rules exempt out-of-state licensee from obtaining prior approval of their continuing education courses. The Board reviewed the amendments to this rule made in 1999 and found that the prior rule required the out-of-state licensee to petition to the Board for recognition of the continuing education requirement through fulfillment of their state of practice's licensing and continuing education requirements. Since that procedure was burdensome for both practitioners and the Board, it was noted that the current rules are satisfactory as written.

- Approval process for CE providers

DISCUSSION: Kendra Pitzler asked the Board how continuing education providers could be put on the list of “automatically approved providers”. The Board indicated that the provider would need to submit a request and that the request would need to come before the Board for decision.

6. Rules sub-committee – Keith Fauerso - DISCUSSION/ACTION

- Administrator in Training (AIT)

HISTORY: It has been noted that many applicants completing an AIT program are not completing and/or passing the examination. At a previous meeting, it was suggested that a rule be adopted to indicate that the AIT would no longer be acceptable if the applicant did not pass the examination within 24 months of their approval to take the examination.

DISCUSSION: Keith Fauerso explained that the rules sub-committee met on May 19th and reviewed rules from other states. The committee recommended that the Board look more closely at the rules adopted by Maine and Mississippi. The Board discussed this recommendation and whether there has actually been a problem with the applicants taking the examination after the recommended 24 months. Ms. Pitzler indicated that only one person has applied to take the examination after a lapse of 24 months since completing their AIT.

DECISION: The Board recommended that Ms. Pitzler draft a letter to be mailed to applicants who have not taken their examination after a certain period of time. This letter should explain that the Board recommends that applicants take the examination within 24 months of completion of their AIT program. This letter is to be presented to the sub-committee and then to the full Board at the next meeting.

7. Out of State travel – Kendra Pitzler - DISCUSSION/ACTION

- National Association of Boards of Examiners of Long Term Care Administrators (NAB) conference to be held June 2004

DISCUSSION: Linda Batch is interested in representing the Board at this meeting but needs to check to see if this will work for her. Kendra Pitzler will attend if Linda Batch is unable to.

8. Election of officers – Jim Bennett - DISCUSSION/ACTION

- Chair position

ACTION: A motion was made to nominate Lennette Watson as Chair and Linda Batch as Vice Chair. This motion passed unanimously.

- Discuss position descriptions and terms of officers

DISCUSSION: Board members indicated that there was no written description of the office for Chair or Vice Chair. They indicated that the Chair’s job is to lead and guide the meetings. In addition, staff will contact the chair if questions arise between meetings. The vice-chair’s job is to fill in when the Chair is absent. The Board did not see a need to create a written description of these positions.

- Other

Executive Session if needed

The Board went into executive session at 10:45 to make case disposition decisions regarding investigative cases. The Board was out of executive session at 11:05.

11:00AM–OPEN MIKE

There was no public comment offered at this time.

9. Closing

The meeting was adjourned at 11:15 a.m.